

**MEETING OF THE
EXECUTIVE COMMITTEE OF THE
TRANSPORTATION AUTHORITY OF MARIN**

WEDNESDAY, JANUARY 12TH, 2005

Executive Committee members present: Cynthia Murray, Marin County Board of Supervisors
Steve Kinsey, Marin County Board of Supervisors
Barbara Heller, Alternate, San Rafael City Council
Alice Fredericks, Tiburon Town Council
Joan Lundstrom, Larkspur City Council
Peter Breen, San Anselmo Town Council

Executive Committee member absent: Lew Tremaine, Fairfax Town Council

Staff Members Present: Craig Tackabery, TAM Executive Director
Dean Powell, Principal Transportation Planner

Chair Kinsey called the Executive Committee meeting of the Transportation Authority of Marin Meeting to order at 3:10 p.m.

- 1) Approval of Minutes from December 8th, 2004 Meeting

Ex Comm. minutes should be less lengthy. **Commissioner Breen moved to approve the minutes. Commissioner Fredericks seconded the motion. Motion passed 6/0/1.**

- 2) Executive Director's Report

Executive Director Tackabery reported on the Governor's Budget Report (on transportation). It included figures for Marin, which should receive the following: STIP \$1.2M; Transit \$.8M; and, County and City Local Roads, approximately \$1.9M.

CTC issued its report on legislature which surmised, "...California's transportation program is in crisis and on the verge of collapse". Chair Kinsey said he would like to focus on the priority of the Gap Closure Project. He questioned whether TAM could borrow against future STIPs, yet; recently, the CTC has been more unwilling to reimburse STIPs but would consider replacement funds. Commissioner Murray questioned whether the CTC has considered the economic impact to the state, and said it is time to become allies with business-oriented groups to push the Governor's Office into supporting the transportation program in California.

Interviews (7 candidates) for TAM's Project Manager are scheduled to begin tomorrow. Chair Kinsey said there are 3 stages upon which to focus: Organizational Development (OD) Analysis, 18-Month Work Program (AKA Strategic Plan), and the Short Range Transit Plan.

Executive Director Tackabery said TAM has entered into a contract with Carmen Clark, OD specialist, who has been assigned the following tasks:

1st task: Review background information re: TAM, Countywide Planning Agency, and the MCTD.

2ND task: Review current functions; interview TAM's Chair & Vice Chair, Craig Tackabery, Dean Powell and Art Brook, MCTD's Amy Van Doren, and Marin County CDA's Director Alex Hinds and Principle Planner, Michele Rodriguez.

3rd task: Survey other transportation agencies and assess how they are organized.

4th task: White Paper, to be available at February's Ex Comm. Meeting.

5th task: Draft of TAM organizational structure, also available at February's Ex Comm. Meeting.

After Ex Comm.'s feedback in February, the next task is to focus on March 5th's Organizational Purpose, Structure and Function Responsibilities Workshop. Ms. Clark will present a final report to the Commission on March 24, 2005.

3) Status Report on Transit-Oriented Design (TOD) and Pedestrian-Oriented Design (PeD) Toolkit Outreach

Dean Powell reported that last fall TAM Commissioners accepted the various work of the Technical Advisory Committee, who is drafting sections of the Toolkit. Their next meeting is February 3, 2005, 4:00 p.m., DPW Conference Room 304. The purpose of discussion is to ascertain the next steps for public outreach and education regarding the Toolkit. The current contract ends April 2005, yet does not include funds for an optional, detailed outreach for the development of the draft Toolkit. TAM could incorporate a more extensive outreach program during the next cycle of the program, as funds are available, in an effort to engage more of the public entities who will benefit by utilizing the Toolkit.

Obtaining a comprehensive set of comments from stakeholder groups is advised, prior to major public exposure. It was suggested TAM spend money now to make sure the product is correct, and then with leftover funds, commit to a major public outreach campaign. Concern for the non-involvement of local policy makers, planning commissions, etc. was expressed. More time should be spent on outreach prior to developing the Toolkit. The Ex Comm. will receive a draft prior to public release.

It was decided that staff will offer written and verbal presentations to the MCCMC, who will, in turn, present their feedback to their respective Planning Commissioners and DPW Directors for review.

4) Status Report on Community-Based Transportation Planning Grant from MTC for Economically Disadvantaged Communities

This is part of MTC's Lifeline Programs to address the gaps and barriers for economically disadvantaged communities. The Canal District, as recommended by the TAM Board, is current recipient of funding from MTC to begin a planning effort. Marin City will be the recipient effective July 2005. Solutions include fixed route service, school shuttles, van sharing, capital improvements. Funding comes from the Low-Income Flexible Transportation Program.

January 14, 2005 is the date MTC is Planning and Operations Committee decides whether to give funds to the Canal District, as well as the Marin City, efforts. Each effort would receive \$60K. TAM's primary consultant would lead the charge on activities on this effort. Tomorrow, staff meets with MTC, the City of San Rafael, and MCTD to discuss Scope of Work issues, stakeholders, and community-based organizations who should participate in the process, e.g., Canal Community Alliance.

Rocky Birdsey said the Marin Center for Independent Living wishes to be an active partner in the above plan. 'The Workers', according to Chair Kinsey, is a new grassroots collection of Hispanic workers who should be involved in this plan, and recommended staff contact Dave Escobar of his office. Three recommendations for this plan were made by Bob Brown, City of San Rafael: 1) Canal District to Montecito Shopping Center, 2) Canal to Downtown Transit Center, and 3) Canal to Davidson School.

5) Status Report for Request for Qualifications (RFQ) Process for 18-Month Work Program

Executive Director Tackabery reported the Commission approved the Work Program and RFQ at the December 16th 2004 meeting. A broad mailing of RFQ's went to approximately 275 consultants. There was a pre-qualification meeting January 5, 2005, consisting of approximately 30 consultants. The RFQ plus questions and answers from the January 5th meeting will be posted on the website. Consultants' questions generally concerned the purpose of Ms. Clark's study. Staff explained TAM's structure may be modeled after another transportation authority, as an example.

MCTD also had a pre-qualification meeting on the same day, consisting of approximately 10 consultants.

Once qualification packages are received, a technical panel will review all of the qualifications the week of January 24th. Interviews will be held February 10th, and with the selected team, a draft scope will be constructed, which will be presented at the March 5th Workshop.

6) Selection Process for Recruiter for Executive Director

Commissioner Murray's office requested proposals from recruiters Ralph Anderson, Bob Murray, and John Shannon, who have expertise in recruiting Executive Directors for transportation authorities. Chair Kinsey reminded the Ex Comm. that they would serve as the Selection Committee for the consultant, and then defer any responsibility to Executive Director Tackabery. Chair Kinsey asked if a subset of the Ex Comm. would be willing to serve as Selection Committee, who would undertake careful screening of the proposals and then present a recommendation to the Ex Comm.

The Ex Comm. and the entirety of TAM felt strongly that the highest intention was to hire an Executive Director ASAP. Commissioners Murray, Breen, and Fredericks comprise the Selection Committee. This Committee is to bring recommendations to both Mr. Tackabery and the Ex Comm. Commissioner Murray suggested this process be completed prior to the January 27th TAM Meeting.

It was decided there will be a special, brief meeting of the Ex Comm. at 7:00 p.m., January 27th in the BOS Chambers to accept the recommendation of the Selection Committee. The Selection Committee is also to present to TAM a timeline, indicating when the chosen consultant group wishes to begin work.

8) Open Time for Public Expression

Commissioner Lundstrom questioned when TAM was going to meet District 3's new Supervisor, Charles McGlashan; what type of orientation is TAM providing for him? It was suggested that new city & town commissioners, as well as their alternates, would also benefit from such an orientation. Chair Kinsey will work with Mr. Tackabery to arrange an outline of an orientation consistent with the Brown Act, and consider who shall be invited, and whether MTC shall provide a staff member to assist our staff.

Don Wilhelm said the Environmental Forum is sponsoring a comprehensive review of transportation on January 18th. Commissioner Heller suggested meeting an hour prior to the March 5th Workshop as an opportunity for orientation. Chair Kinsey will discuss this with Mr. Tackabery, and will then agendaize the item for review at TAM.

Chair Kinsey met with Stagecoach (West Marin Stage) representatives, who's service is now funded through Measure A. He explained the monies from Measure A do not become available until April, 2005, and that TAM has formulated a Short-Range Transit Plan (SRTP), a vehicle upon which constituents' concerns can be best served. Chair Kinsey encouraged representatives to be part of the SRTP process by offering their priorities, such as 7-day service, etc.

Commissioner Murray strongly expressed the need for managing public information, especially regarding the Gap Closure Project, in an effort to show that TAM has a strategy. TAM needs to maintain its credibility with the voters.

Rocky Birdsey questioned the over-revenue of the Public Transportation Account, and how this affects Marin County. STA funds, which normally go to GGBH&TD and are then distributed to MCTD, explained Mr. Tackabery, would lose \$800K in FY 2005-06.

Chair Kinsey adjourned the Ex Comm. Meeting at 4:12 p.m.